

United States Government

Department of Energy

Richland Operations Office

# memorandum

DATE: FEB 08 2007

REPLY TO  
ATTN OF: SED:EP/07-SED-0100

SUBJECT: ANNUAL WORKFORCE ANALYSIS AND STAFFING PLAN REPORT FOR  
CALENDAR YEAR (CY) 2007

TO: Roy J. Schepens, Chairman  
Federal Technical Capability Panel

The purpose of this letter is to respond to your September 6, 2006, (06-TED-058) letter requesting the Richland Operations Office's Annual Workforce Analysis and Staffing Plan report. In accordance with the direction in the above reference, RL performed a workforce analysis and developed the attached RL CY 2007 Workforce Analysis and Staffing Plan report. This memo transmits this report for Federal Technical Capability Panel (FTCP) review and incorporation into the FTCP Annual Report to the Secretary. If you have any questions, please contact me, or your staff may contact Doug S. Shoop, Assistant Manager for Safety and Engineering, on (509) 376-0108.



Keith A. Klein  
Manager

Attachment

**Annual Workforce Analysis and Staffing Plan Report**  
**As of January 2007**  
**Reporting Office: Richland**

**Section One: Current Mission(s) of the Organization and Potential Changes**

The Richland Operations Office (RL) mission is to complete facility D&D and environmental cleanup of the Hanford Site while protecting the public, the workers and the environment. During the next 8-10 years, the clean-up mission will move away from deactivation and more into decommissioning and demolition, soil clean-up, waste operations, and long-term stewardship. Below are Richland Operations Office major missions for CY 2007.

- Deactivation activities at PFP. (PBS 11)
- Removal and disposal of sludge and water from K basins. (PBS 12)
- Retrieval and shipment of post 1970 TRU waste from burial grounds. (PBS 13)
- Continue ground water monitoring and well decommissioning. (PBS 30)
- Central Plateau remediation (PBS 40)
- Continue River Corridor D&D, excavation and waste disposal activities. (PBS 41)
- Deactivation activities at FFTF (PBS 42)
- Operate the Hanford Site waste disposal facilities (PBS 80)
- Continue to operate the site infrastructure

No significant changes to the mission are expected in CY2007.

**Section Two - SITE CHARACTERISTICS TABLE**

**Number of Hazard Category 1, 2, or 3 Nuclear Facilities:** HC 1 0 HC 2 17 HC 3 10

**Number of Radiological Facilities:** 76

**Number of High or Moderate Hazard Non-Nuclear Facilities:** 0

**Number of Low Hazard Non-Nuclear Facilities:** 529

**Number of Documented Safety Analyses:** 25

**Number of Safety Systems:** 43

**Number of Site Contractor FTEs:** 3575 FHI+subs 770 WCH **Total :** 4345

**Number of Federal Office FTEs:** 240

**Technical Staffing Summary Table (see Notes below)**

TECHNICAL CAPABILITY	For All Facilities <sup>1</sup>		Comments
	Number of FTEs Needed <sup>1</sup>	Number of FTEs Onboard <sup>1</sup>	
Senior Technical Safety Managers	5	5	
Safety System Oversight Personnel <sup>2</sup>	1.9	1.9	Electrical-0.2, Criticality-0.2, HVAC-1, Fire-0.3, I&C-0.1, Mechanical-0.1
Facility Representatives <sup>3</sup>	19	19	Includes 1 FTE FR Team Lead
Other Technical Capabilities:			
Aviation Safety Manager	0.1	0.1	
Aviation Safety Officer	0.1	0.1	
Chemical Processing			
Civil/Structural Engineering			
Construction Mgmt			
Criticality Safety	0.7	0.7	Performed by SSO individual. Also supports ORP.
Deactivation and Decommissioning			
Electrical Systems	0.4	0.4	Performed by SSO individual.
Emergency Management	1	1	Additional support from 1 NNSA FTE. Also supports ORP.
Environmental Compliance	6	6	
Environmental Restoration			
Facility Maintenance Mgmt	0.1	0.1	
Fire Protection Engineering	0.7	0.7	Performed by SSO individual.
Industrial Hygiene	2	1	Vacancy has been approved and announcement has been posted.
Instrumentation and Control			
Mechanical Systems	1	1	
Nuclear Explosive Safety			
Nuclear Safety Specialist	4	4	
Occupational Safety	2	1	Vacancy announcement has been approved.
Quality Assurance	2	1	Vacancy has been approved and position filled.
Radiation Protection	4	3	Vacancy announcement has been approved.
Safeguards and Security	14	13	Vacancy announcement has been approved. Also supports ORP.
Safety Software Quality Assurance	0.3	0.3	Performed by electrical SSO individual.
Technical Program Manager			
Technical Training			
Transportation & Traffic Mgmt	1	1	
Waste Management			

Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
2. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www.ftcp.org>.
3. Facility Representative staffing analysis worksheets are posted at <http://www.ftcp.org>.

**Section Three: Current shortages and plans for filling them**

The Richland Operations Office has determined the need to fill five high priority technical qualification staff positions in 2007:

- Occupational Safety – Vacancy announcement issuance expected 3<sup>rd</sup> qtr., 2007
- Industrial Hygiene – Vacancy announcement issued
- Radiation Protection - Vacancy announcement issuance expected 4<sup>th</sup> qtr., 2007
- Quality Assurance – Vacancy announcement issued and filled
- Safeguards and Security - Vacancy announcement issuance expected 3<sup>rd</sup> qtr. 2007

**Section Four: Projected shortage/surplus over next five years**

There will be increased Facility Representative, Safety System oversight, and technical staff activities in the immediate future and over the next several years. As the Hanford site enters into a period of increased D&D work and contract re-alignment, there will be an increased need for technical oversight.

RL anticipates no shortages other than those noted in section three that cannot be filled by local service contracts or internal personnel reassignments. In addition, RL also can utilize, as necessary, available personnel from other DOE offices that may be downsizing or have changing missions. Shortfalls may occur due to unexpected loss of staffing.

**Section Five: General comments or recommendations related to the Technical Staffing**

RL has no new recommendations to the FTCP.